

Mon	Tue	Wed	Thu	Fri
2 Holiday	3 Submit August BES Premium Reward Discrepancy Report (PM4405) dated 9/1 required for August Health Care Reconciliation	4 Semi-Monthly Salaried Payroll Paperwork Deadline 8/25 - 9/9, 11am PMIS Update Deadline 8/25-9/9 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 9/13 Wage Pay Day Cycle 1 8/18 - 8/31 Cycle 2 8/19 - 9/1 Cycle 3 8/16 - 8/29	5 Submit BES-Taxable-Incentives Report dated 9/4 (Weight Watchers Reimbursement, etc.) for May - July activity 3rd Quarter Pre-Certification of Reportable Items distributed to agencies	6
9 Notify PSB of any PMIS Changes affecting 8/25-9/9 Salaried Employees Notify PSB of any PMIS Changes affecting 9/13 Pay for Wage Employees	10 Semi-Monthly Salaried Payroll Certification Deadline 8/25-9/9 CIPPS Leave Paperwork Deadline 8/25-9/9 Bi-Weekly Wage Payroll Certification Deadline for 9/13 Wage Pay Day Cycle 1 8/18 - 8/31 Cycle 2 8/19 - 9/1 Cycle 3 8/16 - 8/29	11 Distribute 3rd Party Pmt's & Checks to Agy's re: Wage Pay	12 Distribute 3rd Party Pmt's & Checks to Agy's re: Semi-Monthly Pay	13 CIPPS Leave Keying Deadline - 8/25-9/9 Bi-Weekly Wage Employee Pay Day
16 Semi-Monthly Employee Pay Day	17	18 Semi-Monthly Salaried Payroll Paperwork Deadline 9/10 - 9/24, 11am PMIS Update Deadline 9/10-9/24 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 9/27 Wage Pay Day Cycle 1 9/1 - 9/14 Cycle 2 9/2 - 9/15 Cycle 3 8/30 - 9/12	19	20
23 Notify PSB of any PMIS Changes affecting 9/10-9/24 Salaried Employees Notify PSB of any PMIS Changes affecting 9/27 Pay for Wage Employees	24 Semi-Monthly Payroll Certification Deadline 9/10-9/24 CIPPS Leave Paperwork Deadline 9/10-9/24 Bi-Weekly Wage Payroll Certification Deadline for 9/27 Wage Pay Day Cycle 1 9/1 - 9/14 Cycle 2 9/2 - 9/15 Cycle 3 8/30 - 9/12	25 Distribute 3rd Party Pmt's & Checks to Agy's re: Wage Pay	26 Distribute 3rd Party Pmt's & Checks to Agy's re: Semi-Monthly Pay	27 CIPPS Leave Keying Deadline - 9/10-9/24 Bi-Weekly Wage Employee Pay Day
30 Semi-Monthly Employee Pay Day August Healthcare Certification Due				

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1	122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
Cycle 2	133, 136, 141, 143, 201, 241, 848, 948
Cycle 3	127, 146, 181, 199, 239, 403, 405, 411, 942